

DDA 77-0976

*MR*

10 February 1977

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77-0076/9

MEMORANDUM FOR THE RECORD

FROM : [REDACTED]  
Chief, Records Administration Branch

SUBJECT: Meeting with Ms. Chavoor, Senate Select  
Committee on Intelligence, [REDACTED], OLC  
and [REDACTED] RAB concerning our Records  
Control Schedules and related procedures.

1. On Wednesday morning 9 February, Ms. Chavoor, a staff member of the Senate Select Committee on Intelligence, met with [REDACTED] to clarify some questions she had concerning our records control schedules and our procedures for filing, preparing records control schedules and retiring records to our Archives and Records Center.

2. Ms. Chavoor has reviewed the seventeen schedules we have released to the Committee and our Records Management Handbooks on filing procedures, on preparing records control schedules and on records retirement procedures. Her next task is to prepare a paper for her Staff Director recommending the procedures for reviewing our schedules and the mechanics of reviewing our records proposed for destruction.

3. Most of the questions posed by Ms. Chavoor were minor and consisted mainly of definitions of terms such as: diazo, and silver master positive, which we use when the records have been microfilmed; use of acronyms such as GRS, NARS, FMPR and the like. These were all explained to her. She was thoroughly interested in just how the Agency was able to arrive at identifying permanent records and establishing time frames for temporary records, and she seemed to be under the impression that all the decision making was done here in the Branch. I explained to her we use the General Records Schedule published by the National Archives and Records Service (NARS) and follow their disposition instructions for most of our like records and that we had a [REDACTED] NARS, assigned to the Agency, who

was reviewing our schedules for disposition instructions on records not covered by the general schedule. I also explained to her NARS publication of the "Code of Federal Regulations" which would possibly be of interest to her. She is going to contact NARS to get copies of both the General Records Schedule and the "Code of Federal Regulations".

25X1 4. This was the extent of her questions except she requested a copy of the Agency organization, including the DDO. [ ] said he would see if this was possible.

25X1 5. We discussed the paper she will be preparing, and she agreed to let us see her proposals when drafted, and to be in touch with us during the preparation. I mentioned to her that in reviewing records for destruction we speak in terms of cubic feet and not sheets of paper, that most of our proposed destruction was now housed in [ ] finally that we would have problems on some records if we indeed had to sanitize the documents prior to their review. She replied that she was aware of all these problems and would address them in her paper. 25X1

25X1 6. At the beginning of the meeting, before [ ] arrived, she appeared to be upset that she could not call me direct and was "forced" to call OLC for me to return her calls. I explained that this was a decision made in OLC and if she had problems she could discuss them with [ ]. However, I reminded her that she only made 3 calls to OLC to get in touch with me, and within minutes I had returned her calls; she promptly agreed with me. When I informed her that [ ] was going to participate in the meeting she became "ruffled" and asked whether all her meetings were being monitored. I replied that was not the case, that OLC is of course interested in the progress of her review to date and whether she had started on her procedures. She seemed satisfied with this explanation. 25X1

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